**Job Posting**

<table>
<thead>
<tr>
<th>Job Title: Grants Specialist</th>
<th>Department/Program: Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date: 01/29/2020</td>
<td>FLSA Status: Non-exempt</td>
</tr>
<tr>
<td>Pay Grade: 5</td>
<td>Please submit application and resume to: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9469&amp;clientkey=BCD12EE4C3D69B17A21445755CAF5F95">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9469&amp;clientkey=BCD12EE4C3D69B17A21445755CAF5F95</a></td>
</tr>
</tbody>
</table>

**FSS Mission Statement**

The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.

**Organizational Expectations**

| Commitment – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees’ commitment to the agency and the children and families we serve. This is demonstrated by being available at a moment’s notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintain consistent attendance and punctuality. It is the expectation that the employee will remain in their current position for one year before posting for another position within the agency. |
| Career Development – We are committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals. |
| Safety – We are committed to the safety and health of all employees and complies with regulations governing injury, accident prevention and employee safety. Maintaining a safe work environment requires the continuous cooperation and commitment of all employees and is a condition of employment. |
| Professionalism – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events. |
| Teamwork – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork. |
| Responsible Citizenship – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events. |
| Customer Service – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service. |

**Job Summary:**

The Grants Specialist will be responsible for assisting with Family Support Services of North Florida and FSS Foundation grant application submissions and grant management processes. The Grants Specialist will also assist in researching service needs and compatible funding sources, preparation of requests for proposals, managing timelines and deliverables, data input/reporting to funders, and maintaining grant files/records.

**Minimum Qualification**

| Education | Bachelor's Degree in a Human Services related field from an accredited program required. |
| Experience | 3-4 years’ experience working with non-profit and/or community-based organizations. Experience with grants implementation or oversight beneficial. Prefer experience in child welfare, education, social services, community outreach, and/or public relations. |
| Licensure, Certification, and/or Registration | Valid driver’s license |

**Minimum Qualifications**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Ability to:**

- Represent self and the organization in a professional manner
- Work independently with little direct supervision
• Think and write creatively
• Assess a situation and make appropriate recommendations/decisions
• Research, organize and analyze data
• Solve problems and think through critical, time sensitive issues
• Establish and maintain relationships
• Work collaboratively with staff at all levels in the organization
• Follow through on commitments, projects and responsibilities
• Communicate effectively through writing including articles, presentations, speeches, reports, correspondence, and documentation.
• Speak effectively before small and large groups.
• Maintain confidential information

Skills:
• Strong Written and Verbal Communication
• Strong follow-up and follow through
• Strong organizational and time management
• Proficiency in Excel and Microsoft Word. Experience with PowerPoint

Other Requirements
• Clear a Level II background screening.
• Clear a reference check (professional and personal).
• Clear a local background check from the County in which you reside.
• Clear a substance abuse screen.
• Provide a copy of all degrees prior to your first day of employment.
• Clear a Motor Vehicles Records check.
• Provide proof of, and maintain a minimum personal auto liability insurance level $100,000/$300,000.
• Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit www.dhs.gov/e-verify).

<table>
<thead>
<tr>
<th>Job Duties</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Research and identify grant funding opportunities and grant funding needs in alignment with FSSNF Strategic Priorities</td>
<td>15%</td>
</tr>
<tr>
<td>• Access and be familiar with statistics, client stories, accomplishments, challenges and other data from FSSNF programs and staff, partner agencies, as well as local, state and national data to include in grant proposals</td>
<td>15%</td>
</tr>
<tr>
<td>• Assist in developing and writing competitive grant proposal, budgets and reports</td>
<td>30%</td>
</tr>
<tr>
<td>• Assist in developing and implementing administrative procedures and controls for grant process</td>
<td>10%</td>
</tr>
<tr>
<td>• Assist in facilitation and communication with FSSNF and FSS Foundation project teams to ensure that grant funded programs perform effectively and efficiently, i.e., ensure adequate progress toward goals and objectives set forth in the grant proposal, appropriate expenditure of grant funds, compliance with evaluation, award modifications, and reporting requirements.</td>
<td>30%</td>
</tr>
<tr>
<td>• Perform other duties</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

Supervisory/Decision Making Authority
Does the position require customary supervision and management of at least 2 or more full-time employees?

☐ Yes ☒ No

Enter the number of direct reports and their position titles: N/A

Provide two examples of the most common decisions made independently by this position on a regular basis without following prescribed procedures:

1. Research and develop grant-funding sources – federal, state, private, and other sources;
2. Research proven best practices for incorporation into grant proposals.

Contribution and Impact

This position is responsible for maximizing funding for FSSNF programs and ensuring compliance with terms of awarded grant funding.

Strategic Value

This position is critical to FSSNF’s goals to continuously provide quality services to children and families and to improve community engagement and partnerships.

PHYSICAL REQUIREMENTS: (R=Required  P=Preferred)

Sitting _R_ Standing R__ Walking _P_ Lifting R__(50 lbs) Carrying _R_ Kneeling _P_
Pushing/Pulling _R_ Bending/Stooping R__ Climbing _R_ Reaching _P_
Grasping _R_ Turning R__ Repetitive Motions _R_ Color Recognition _P_ Depth
Perception _P_ Reading _R_ Hearing _P_ Other (describe)

HAZARDS: (X=Potential Exposure)

Proximity to moving mechanical parts _ X_ Electrical current _ X_
Toxic or caustic chemicals __ Radiation ___ Biohazards (airborne or contact) ____ Housekeeping and/or cleaning agents _X__ Flammable, explosive gases __ Human-borne pathogens _X__ Other: __X_

SKILL REQUIREMENTS: (R=Required  P=Preferred)

Drive motor vehicle _P_ Prepare food ____ Typing/Keyboard R__ Word processing software _R_ Data base software _P_ Spreadsheet software _P_ Other software _P_ Calculator _R_ Operate office machines _R_ (Fax, Copier) Verbal communication (including telephone) _R_ Written communication (including composition) _R_ Public speaking/group presentations _P_ Team-oriented and collaborative interpersonal relationships _R_ Respectful client relationships _R_ Client assessment and evaluation R__ Retrieve and compile information _R_ Verify data _R_ Maintain records _R ___ Organize and prioritize information _R_ Analyze and interpret information _R__ Investigate, evaluate and recommend action _P_ Basic mathematical concepts (add, subtract, multiply, divide) _P_ Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) __ Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) __ Reasoning and logic _R_ Sensitivity to service population’s cultural and socioeconomic characteristics _R_

FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.